



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 5340.2E
DON/AA
16 MAY 2018

SECNAV INSTRUCTION 5340.2E

From: Secretary of the Navy

Subj: FUNDRAISING AND SOLICITATION OF MILITARY PERSONNEL AND
CIVILIAN EMPLOYEES IN THE NATIONAL CAPITAL REGION

Ref: (a) Executive Order 12353
(b) DoD Instruction 5035.01 of 6 Jun 2017
(c) DoD 5500.07-R, Joint Ethics Regulation, November 2011
(d) DoD Instruction 4515.14 of 28 Jun 2013

1. Purpose. To establish policy and assign responsibilities for the conduct of fundraising and solicitation activities for Department of the Navy (DON) activities located in the National Capital Region (NCR).

2. Cancellation. SECNAVINST 5340.2D.

3. Applicability. This instruction applies to the Office of the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy, U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the NCR.

4. Policy. References (a) and (b) establish policy for the solicitation of civilian personnel and Service Members for contributions through the Combined Federal Campaign. These policies provide for one solicitation period during each year. Additional fundraising efforts require explicit authority, such as regulations governing emergency and disaster relief or military welfare societies. In all cases, fundraising must be conducted on a strictly voluntary basis as per reference (c).

5. Responsibilities. Within the NCR and as defined by reference (d), the responsibility for fundraising and solicitation of military and civilian personnel of the DON is as follows:

a. The CNO and the CMC shall be responsible for fundraising and solicitations within their respective Services.

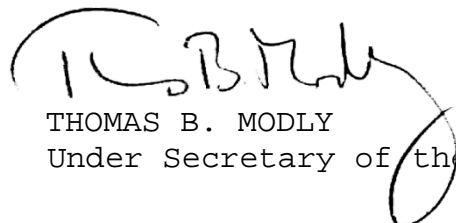
b. The Department of the Navy/Assistant for Administration (DON/AA) shall be responsible for fundraising and solicitations within the Office of the SECNAV (i.e., DON Secretariat). Additionally, DON/AA is responsible for the coordination and general cognizance of all other DON fundraising and solicitation activities in the NCR.

c. When required, there shall be Chairpersons, Vice Chairpersons, and Administrators to ensure continuing organization and management for DON fundraising activities in the NCR. These duties shall be performed by senior members of the Secretariat or military service headquarters, as assigned by the Secretary or Under SECNAV for fundraising and solicitation events conducted by the DON or the Secretariat, or by the CNO or CMC for efforts conducted by a military service.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.



THOMAS B. MODLY
Under Secretary of the Navy

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Electronic only via Department of the Navy Issuance website:
<http://doni.daps.dla.mil/>